

## **Chapter 3**

### **SCHOOLS**

**Section 1. Application and License.** No person, association, partnership, corporation, or other form of business organization may operate a cosmetology school without first securing a license from the Board. Applications shall be made on the prescribed form and be accompanied by the appropriate fee. The completed application shall include or be accompanied by the following information:

(a) The name of the school, the owner and proprietor, the street address, mailing address if different, and a description of the exact location of the school;

(b) For Cosmetology or Hairstyling. A detailed floor plan of the school building showing a minimum of 2,000 square feet of floor space; the location of separate restrooms for male and female students; the location of at least one classroom which is separated from the clinic area by walls or partitions; the shampoo area; dispensary; entrances and exits; carpeted areas of floor and location of all equipment required;

(c) For Nail Technician or Esthetics. A detailed floor plan of the school showing a minimum of 1,000 square feet of floor space; the location of separate restrooms for male and female students; the location of at least one classroom which is separated from the clinic area by walls or partitions; a sink area; dispensary; entrance and exits; and locations of all equipment required;

(d) For Nail Technician and Esthetics. A detailed floor plan of the school showing a minimum of 1,500 square feet of floor space; the location of separate restrooms for male and female students; the location of at least one classroom which is separated from the clinic area by walls or partitions; a sink area; dispensary; entrances and exits; and location of all equipment required;

(e) Proof of ownership or a lease agreement covering the premises of the school;

(f) Copies of the school's information brochure, school rules and regulations and policies, and the financial agreements required of students;

(g) A statement that management personnel are knowledgeable about applicable federal, state and local laws and regulations which may apply to the school;

(h) The names, addresses, and license numbers of all instructors.

**Section 2. Consideration of Applications.** Applications for school licenses are considered by the Board at regularly scheduled meetings. Applicants will be notified of the Board's action by letter.

**Section 3. Definitions.** The following definitions shall apply throughout these rules:

(a) A student is a person enrolled in a school for cosmetologist, nail technician, esthetician, hairstylist or instructor training;

(b) Clinic area or “floor” is the part of a school where students with more than the minimum basic training and instruction required below are permitted to provide services for patrons. Hours required to work in clinic area;

- (i) Cosmetologist, 300 hours;
- (ii) Hairstylist, 200 hours;
- (iii) Nail Technician, 50 hours;
- (iv) Esthetician, 100 hours;
- (v) Hairstylist/Nail Technician Wax Training, 10 hours.

(c) A patron is a customer in a school or elsewhere who comes primarily for his own benefit. He remains a patron even when the customary fee for services is waived;

(d) Models are volunteers who may be utilized in class for the demonstration and practice of various procedures. Models do not pay for the services rendered and come to the school primarily to aid the school and the student. Students with less than the required basic training and instruction may practice on models **only under the direct supervision of an instructor**;

(e) A class consists of lectures, demonstrations, and discussion designed to provide students with a basic understanding of the principals necessary to the practice of cosmetology and related fields;

(f) A cosmetologist is a person who engages in the improvement and beautification of the human hair, skin and nails for cosmetic purposes;

(g) A hairstylist is a cosmetologist whose practice is limited to hair care only;

(h) A nail technician is a cosmetologist whose practice is limited to the beautification of the hands and feet as defined in Chapter 1, Section 6 (d), including the application and care of any type of artificial nail or nail extension;

(i) An esthetician is a cosmetologist whose practice is limited to the care and beautification of the skin as defined in Chapter 1 Section 6 (f);

(j) An hairstylist or nail technician with wax training is a cosmetologist whose practice is defined in Chapter 1 Section 6 (b) or (d) who has additional training in the temporary removal of superfluous hair;

(k) An instructor means a person licensed to instruct students in the study of cosmetology or related fields in a school of cosmetology. Instructors can only instruct in the scope of practice of his/her professional license.

**Section 4. Facility and Equipment Requirements.** Each school must provide and maintain no fewer than the following:

- (a) Three chair style hair dryers;
- (b) Six work stations;
- (c) Six styling chairs;
- (d) Three shampoo bowls;
- (e) Three shampoo chairs;

- (f) One facial booth or room and one facial chair;
- (g) Three manicure tables;
- (h) Adequate wet and dry disinfectant containers;
- (i) One classroom size chalkboard, white board, or screen;
- (j) One anatomical chart showing the nervous, skeletal, circulatory, and vascular systems of the body, and be displayed in classroom;
- (k) One chart showing the structures of the hair and skin, which must be displayed in all classrooms;
- (l) One mannequin head, and hand or finger for cosmetology, one mannequin head for esthetics, and one mannequin hand for nail technicians per each student;
- (m) One English dictionary and one medical dictionary;
- (n) An instructor training manual and curriculum lesson plans for student instructor training courses;
- (o) Course outlines and curriculum lesson plans for courses in cosmetology and related fields;
- (p) Two copies of the Wyoming State Board of Cosmetology Law Book to be kept in the school's library;
- (q) A copy of the Wyoming State Board of Cosmetology Law Book shall be provided for each student upon enrollment and shall become the student's personal copy;
- (r) A seal bearing the name of the school which shall be impressed on all official documents such as diplomas;
- (s) Diplomas, which are to be delivered to students upon their completion of the prescribed course of study and bear the name of the school, the school seal, date of completion, student's name and instructor signature(s);
- (t) A locking file cabinet for safeguarding student files and records;
- (u) A conspicuous sign posted at the school entrance bearing the words "beauty school" or "cosmetology school" and a sign with the words "student work only" posted in plain sight in the clinic area;
- (v) Schools designated as nail technician schools must provide all of the above facility and equipment items, (a), (b), (c), (d), (e), and (f) are not required;
- (w) Schools designated as esthetics schools must provide all of the above facility and equipment items, (a), (b), (c), (d), (e), and (g) are not required; and
- (x) Schools designated as hairstyling schools must provide all of the above facility and equipment items, (f) and (g) are not required.

**Section 5. Advertising.** All advertising for a school shall clearly denote that the establishment is a school of cosmetology and that all services are provided by students.

**Section 6. School Closing.** If a school ceases its operation or is sold as a school to another party, the Board shall be immediately notified and all records of instruction for all students

attending the school at/or before the time of its closing or transfer must be filed with the Board within ten days.

**Section 7. School License Renewal.** Each school license shall be renewed on a yearly basis, no later than December 31, of each year. Failure to renew the license on or before the expiration date shall result in a late fee. A license that has been expired less than 90 days may be renewed. An applicant for renewal of a School license that has been expired for more than 90 days must apply for an original license and meet the current requirements and submit current fees.

**Section 8. Annual Records Update.** At the beginning of each year, each school shall submit, updated copies of items listed in Section 1, (c), (d), (e), and (f) to the Board.